



United States Department of Commerce
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
NORTHEAST REGION
One Blackburn Drive
Gloucester, MA 01930

December 22, 2003

«DLR»
Federal Dealer Number: «DNUM»
«STRT1»
«STRT2»
«CITY», «ST» «ZIP»

Dear «DLR»,

Enclosed are the *Dealer Instructions for National Marine Fisheries Service (NMFS) Weekly Quota Reporting using the Interactive Voice Response (IVR) system for 2004*. These are sent to dealers issued a permit requiring submission of weekly purchase summaries for quota-managed species, (see Table 1 page 3). It has become increasingly important that landings data for quota-managed species be collected on a real-time basis in order to monitor these landings relative to their quota or total allowable catch (TAC). Therefore, dealers must report purchases of quota-managed species weekly through the NMFS IVR call-in system.

Dealers are also required to report purchases of all species on a trip-by-trip basis through the Dealer Weighout system. Dealer to dealer transactions are not required to be reported, as the primary buyer is responsible for reporting those purchases.

An updated list of the NMFS week-ending dates and their associated week numbers for 2004 is enclosed. This list replaces any previous lists which included any NMFS week-ending dates and their week numbers.

What is an IVR call-in system?

An IVR system allows dealers to quickly and easily report their weekly fish purchases using a touch-tone telephone. Dealers located in states with their own quota monitoring systems may be required to report their purchases to their state system as well.

IVR Reporting Requirements

The IVR system is designed for dealers to report weekly summaries of their purchases of the quota-managed species listed in Table 1. Dealers must call weekly to report purchases of these species by state. If no quota-managed species were purchased during a given week, a negative report must be submitted through the IVR system. If at least one quota-managed species was purchased and reported, a negative report is not necessary for the other species.

The reporting week begins on Sunday at 0001 hrs (12:01 AM) local time and ends Saturday at 2400 hrs (12:00 midnight). Reports must be submitted by midnight Tuesday, three days after the end of each reporting week.

Reporting stock area of Atlantic cod

The IVR system is designed to accept Atlantic cod reports by specific stock area. Thus, dealers should specify on their weekly IVR report whether their purchases of Atlantic cod were caught in the Georges Bank stock area or the Gulf of Maine stock area. If the stock area where the fish were caught is unknown, dealers should specify “unknown”. A break down by stock area will allow NMFS to better monitor the two stocks of Atlantic cod, by improving our ability to provide more accurate landings statistics by stock area.

Dealer access codes and additional information regarding the IVR system

This letter includes the weekly reporting instructions, species codes for the quota-managed species and the codes for each state. Dealers who have not used the NMFS IVR call-in system will be assigned a confidential and unique access code which is included in the dealer permit package. Codes should be kept private and not disclosed to others. In the event that you lose your dealer code, please contact your local Field Office (list enclosed) and they will be able to provide you with your code. When calling the Field Office for your code, please supply your dealer permit number as well as your dealer name. Dealer codes will only be changed when a dealer is issued a new Federal Dealer Permit Number.

N M F S - I V R - S Y S T E M	<p align="center">NMFS IVR – Dealers located in all U.S. states <u>except</u> Massachusetts</p> <p>All federally permitted dealers, except those located in Massachusetts, are required to report their purchases of quota-managed species weekly through the NMFS IVR system. The quota-managed species are listed in Table 1.</p> <p>Purchases of quota-managed species must be reported weekly. The NMFS reporting week begins on Sunday at 0001 hrs (12:01 AM) local time and ends Saturday at 2400 hrs (12:00 midnight). A list of the NMFS week-ending dates and their associated week numbers for 2004 is enclosed. Reports to the NMFS IVR system must be submitted by midnight Tuesday, three days after the end of each reporting week. A list of instructions for submitting weekly reports through the NMFS IVR system is enclosed.</p> <p>Weekly reports to the NMFS IVR system must include:</p> <ul style="list-style-type: none"> • Federal Permit Number • Dealer's Password / Code • State Code where fish were landed • Week Number • Species Code (by stock area if known, for Atlantic cod and haddock only) • Pounds Purchased
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Table 1. List of quota-managed species and corresponding dealer permit types. Permit types listed require reporting through both the NMFS IVR call-in system and the trip level Dealer Weighout system.

Quota Monitored Species	Corresponding Permit Type
Atlantic bluefish	Atlantic Bluefish
Black Sea Bass	Black Sea Bass
Atlantic Cod	Northeast Multispecies
Haddock	Northeast Multispecies
Scup	Scup
Spiny Dogfish	Spiny Dogfish
<i>Illex</i> Squid	Squid, Mackerel, Butterfish
<i>Loligo</i> Squid	Squid, Mackerel, Butterfish
Summer Flounder	Summer Flounder

For additional information, please contact the following:

NMFS IVR information	Fisheries Statistics Office	(978) 281-9209 or (978) 281-9158
Federal Dealer Permit information	NMFS Permit Office	(978) 281-9370
Other reporting information	Local Field Office	See attached list
Other reporting information	FSO Email	reporting.ne@noaa.gov
Information mentioned in this letter	Fisheries Statistics Office Website	http://www.nero.nmfs.gov

Sincerely,

John F. Witzig, Ph.D.
Director
Fisheries Statistics Office

Enclosures

2004 Dealer Instructions for the NMFS Interactive Voice Response System

The National Marine Fisheries Service reporting week begins at 0001 local time on Sunday and ends at 2400 hours the following Saturday. Reports must be submitted by midnight Tuesday at the end of each reporting week. Reports must be submitted whether you purchased fish or not. If you report purchases for one or more species, you do not need to report negative or "0" for species you did not purchase. It will be assumed that you did not purchase those species for which you do not report. If you did not purchase any quota-managed species, you must submit a negative report. Please refer to the detailed instructions below for these procedures.

If you do not have a touch tone phone or you have any changes/corrections to make to any previously reported week or you have any problems, **please contact your local field office.** Please note that you must still submit your trip level Dealer Weighouts to your local field office.

To report purchases: **Call 1-888-284-4904**

1. To enter the dealer section of IVR reporting, Press 1.
2. To enter dealer purchases, Press 1.
3. Enter your 5 digit permit number followed by the # key.
4. Enter your 5 digit dealer code followed by the # key.
5. Enter the 2 digit state code (where fish were landed) followed by the # key. *
Press 1 if correct, Press 2 to re-enter.
6. Enter the 2 digit week number followed by the # key.
Press 1 if correct, Press 2 to re-enter.
7. Enter the 2 digit species code followed by the # key.
Press 1 if correct, Press 2 to re-enter.
8. Enter the amount of pounds landed followed by the # key.
Press 1 if correct, Press 2 to re-enter.
9. Press 1 to get a confirmation number and exit the system.
Press 2 to enter landings for another species.
Press 3 to enter landings for another state.
Press 4 to enter landings for another week number.
Press 5 to get a confirmation number and return to the main menu.

To submit a negative report: **Call 1-888-284-4904**

1. To enter the dealer section of IVR reporting, Press 1.
2. To enter a negative report, Press 2.
3. Enter your 5 digit permit number followed by the # key.
4. Enter your 5 digit dealer code followed by the # key.
5. Enter 2 digit week number followed by the # key.
6. Press 1 to accept, Press 2 to re-enter.
7. Press 1 to get a confirmation number and exit the system.
Press 2 to enter another week number.
Press 3 to get a confirmation number and return to the main menu.

*** State codes should be reported as the state where fish were originally landed, even if they are transported to or purchased in another state.**

2004 Dealer Worksheet for the **NMFS Interactive Voice Response System**

This worksheet is an example of the information needed to submit weekly purchases of quota-managed species from fishing vessels. It may be copied and used as a personal record for each weekly report submitted using the IVR system.

Call phone number: **1-888-284-4904**

1. Press 1 for dealer reporting.
2. Press 1 to enter landings.
3. Enter your 5 digit permit number and 5 digit dealer code (you may **not** want to write this down).

Dealer Number						Dealer Code				

4. Follow the prompts to enter landings.

Species name	Species Code	State Code	Week	Pounds Landed
Summer flounder	01			
Scup	03			
Illex squid	04			
Loligo squid	05			
Black sea bass	07			
Spiny dogfish	08			
Bluefish	09			
Cod (Unknown area)	10			
Cod (Gulf of Maine)	11			
Cod (Georges Bank)	12			
Haddock	13			

List of State Codes							
Maine	22	Connecticut	07	Delaware	08	South Carolina	43
New Hampshire	32	New York	35	Maryland	23	Georgia	13
Massachusetts	24	New Jersey	33	Virginia	49	Florida	10
Rhode Island	42	Pennsylvania	41	North Carolina	36	Louisiana	21

Confirmation Number for this Call					

2004 Reporting Periods for the **NMFS Interactive Voice Response System**

The National Marine Fisheries Service reporting week begins at 0001 local time on Sunday and ends at 2400 hours the following Saturday. Reports must be submitted by Tuesday at midnight at the end of each reporting week.

Please use week number 01 for all reports pertaining to week-ending January 3, 2004.

Reporting Week Number	Begin Date	End Date	Reporting Week Number	Begin Date	End Date
01	28-DEC-03	03-JAN-04	27	27-JUN	03-JUL
02	04-JAN	10-JAN	28	04-JUL	10-JUL
03	11-JAN	17-JAN	29	11-JUL	17-JUL
04	18-JAN	24-JAN	30	18-JUL	24-JUL
05	25-JAN	31-JAN	31	25-JUL	31-JUL
06	01-FEB	07-FEB	32	01-AUG	07-AUG
07	08-FEB	14-FEB	33	08-AUG	14-AUG
08	15-FEB	21-FEB	34	15-AUG	21-AUG
09	22-FEB	28-FEB	35	22-AUG	28-AUG
10	29-FEB	06-MAR	36	29-AUG	04-SEP
11	07-MAR	13-MAR	37	05-SEP	11-SEP
12	14-MAR	20-MAR	38	12-SEP	18-SEP
13	21-MAR	27-MAR	39	19-SEP	25-SEP
14	28-MAR	03-APR	40	26-SEP	02-OCT
15	04-APR	10-APR	41	03-OCT	09-OCT
16	11-APR	17-APR	42	10-OCT	16-OCT
17	18-APR	24-APR	43	17-OCT	23-OCT
18	25-APR	01-MAY	44	24-OCT	30-OCT
19	02-MAY	08-MAY	45	31-OCT	06-NOV
20	09-MAY	15-MAY	46	07-NOV	13-NOV
21	16-MAY	22-MAY	47	14-NOV	20-NOV
22	23-MAY	29-MAY	48	21-NOV	27-NOV
23	30-MAY	05-JUN	49	28-NOV	04-DEC
24	06-JUN	12-JUN	50	05-DEC	11-DEC
25	13-JUN	19-JUN	51	12-DEC	18-DEC
26	20-JUN	26-JUN	52	19-DEC	25-DEC

NOAA Fisheries Field Offices

Location	Name	Phone
Portland, ME	Scott McNamara	(207) 780-3322
Gloucester, MA	Don Mason	(978) 281-9363
New Bedford, MA	Dennis Main	(508) 999-2452
Chatham, MA	Lorraine Spenle	(508) 945-5961
Woods Hole, MA	John Mahoney	(508) 495-2309
Pt. Judith, RI	Walter Anoushian	(401) 783-7797
E. Hampton, NY	Erik Braun	(631) 324-3569
Patchogue, NY	David McKernan	(631) 475-6988
Toms River, NJ	Nicole Wesley	(732) 349-3533
Cape May, NJ	Walter Makowski	(609) 884-2113
Hampton, VA	David Ulmer	(757) 723-3369

NMFS Interactive Voice Response (IVR) System Information Sheet



**Toll Free IVR Call-in Number
1-888-284-4904**

IVR System Upgrade in 2004

A system upgrade will replace the current NMFS IVR call-in system in early 2004. The upgrade will not change the way you report but it will make reporting quicker and easier for you. Changes will include:

- A computer generated female voice
- 2 additional main menu choices to accommodate new programs utilizing the NMFS IVR system.
- Less key strokes required to submit data
- A longer confirmation number

The toll free IVR call-in number will remain the same once the system upgrade is in place.

You will be sent a new packet of instructions and worksheets once the system upgrade is implemented.

Please contact the Fishery Statistics Office with any questions regarding the system upgrade at (978) 281-9209.

Other Projects in Development

NMFS is currently developing a comprehensive Dealer Electronic Reporting system. Dealer Electronic Reporting will remove the burden from dealers currently reporting through both the NMFS IVR call-in system and the trip level Dealer Weighout system. Dealer Electronic Reporting will be coming your way in Spring 2004. Please contact your local Field Office for more information on this exciting project.

**Please contact your local Field Office
(see enclosed list) for more
information on the NMFS IVR Call-In
System.**

A Review of the IVR Call-in System

The Interactive Voice Response (IVR) system allows dealers to quickly and easily report their weekly fish purchases using a touch-tone telephone. Dealers holding federal permits for any of the quota-managed species are required to report their purchases to the NMFS call-in system. Dealers located in states with their own quota monitoring systems may be required to report their purchases to their state system as well. Contact your state agency for additional information.

IVR Reporting Requirements

The IVR system is designed for dealers to report weekly summaries of their purchases of quota-managed species listed below. Dealers must call weekly to report purchases of these species by state. If no quota-managed species were purchased during a given week, a negative report must be submitted through the IVR system. If at least one quota-managed species was purchased and reported, a negative report is not necessary for the other species. The weekly deadline for submitting purchase or negative reports is the following Tuesday at 12:00 midnight.

Quota-Managed Species

Bluefish	Summer Flounder
Black Sea Bass	Spiny Dogfish
Loligo Squid	Cod (by Stock Area)
Illex Squid	Haddock
Scup	

Corrections

If you need to make corrections or adjustments to the data you have already submitted to the IVR call-in system, please contact your local Field Office as soon as possible.

Negative Reports

A negative report should be filed for any week in which no quota-managed species were purchased. The IVR call-in system will continue to accept negative reports up to 4 months in advance if you know you will not be purchasing any quota-managed species.